QAR Team Meeting Nov 07, 2011

Next Meeting – NOV/21/2011 at WH2NW (Black Hole)

First	Last	Organization	phone	email	Present
Bakul	Banerjee	CD	5251	bakulb@fnal.gov	X
Adam	Bracero	TD	2536	bracero@fnal.gov	X
Frank	Cesarano	BSS	4188	cesarano@fnal.gov	X
John	Dawson	ESH	4830	jbdawson@fnal.gov	
Nicole	Gee	WDRS	3697	nicole@fnal.gov	X
Jed	Heyes	OQBP	3969	jheyes@fnal.gov	X
Tom	King	QAE	6474	mrdrking@fnal.gov	X
John	Martzel	QAE	5061	martzel@fnal.gov	X
Kurt	Mohr	QAE	6001	kmohr@fnal.gov	X
Mike	Pakan	QAE	2236	mpakan@fnal.gov	X
Don	Rohde	AD	3721	rohde@fnal.gov	X
Eugene "JJ"	Schmidt	PPD	4328	jj@fnal.gov	X
Rod	Walton	FESS	2565	rwalton@fnal.gov	
Jim	Wollwert	FI	5561	jwollwer@fnal.gov	
Peter	Garbincius	OPPS	3693	garbincius@fnal.gov	

Meeting locations for future QAR meeting locations:
ALL Monday meetings in WH2NW (Black Hole) at 9:00 AM – Every other week

Carry Over Items & Task Assignments

1	Identify / published location from/for Scheduling Meeting – emphasize relevant points preferable	2011/Nov/21	Jed

Items Covered Today

Topic	Assurance Council
Discussion	- CAS "next steps" with 3 options sent to Pier - A project manager is needed for CAS implementation process –should require about 3 months full time at first, then part time maintenance - Brinkman, Dir of Office of Science at DOE Headquarters, believes safety is not progressing. Perhaps safety should be part of CAS. The issue to consider is whether ES&H remains independent. - Office of Science wants CAS process to be more formalized - Jed drafted letter, basis of a charge, Fermilab needs to implement a consolidated assessment schedule - Chrisman stated that Management System Owner should be responsible to provide assurance to Pier that their system is compliant and effective or identify issues and actions taken
Resolution	N/A - info

Topic	Scheduling meeting
Discussion	- Safety is always discussed at these meetings (example from, Oct 25, http://www.fnal.gov/pub/today/safetyreport_2011/Safetyreport102511.pdf) - The schedule of meetings and travels of senior level staff are presented - The schedule of activities at Fermilab, including visits by dignitaries, is published
Resolution	N/A - info

Topic	Assessment Status
Discussion	- Procurement – CD: report finished, reviewed by John and now with Jed for review on Friday - Procurement – ESH: writing final report - Procurement – TD: planning continues for TD - Verification and Validation (V&V) –Starts this Jan 2, 2012 – (note: *verification* of CAP ensures it is closed and *validation* of CAP ensures the solution is effective/still in use/needing revision) The following is another reminder of consolidated assessment 4 Qtr 2012 – PPD & AD QARs advise your management on Engineering & Design assessment with QA & DOE-CH (see - http://www.fnal.gov/directorate/OQBP/quality_assessments.html)
Resolution	N/A - info

Topic	D/S/C updates/news/quality issues/agenda items
Discussion	The next time your ITNA is updated (annual event) the question about "is OJT required" will be part of the process Be sure to update your emergency contact (part of employee self-help)
Resolution	N/A - info

Tom King - X6474 or 630-267-6644
Meeting adjourned - duration 50 minutes

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